Approved For Release 2003/04/29: CIA-RDP84-00780R005100070011-9 MEMORANDUM FOR: Mr. Colby

Herewith another draft - Howard Osborn has seen it.

Sufficient copies are attached to cover addressees and distribution to D/NIPE, GC, IG, LC, D/ONE, PPB and Cable Secretary.

We kept the security level at CONFIDENTIAL but raising it to SECRET might be a point to be covered when you talk this over with the Deputies.

W. Coffey

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FORM NO. 101 REPLACES FORM 10-101

(47)

STAT

Approved For Release 2003/04/29 : CIA returned) the sinsigned memo about Classified bulletin boards He said that the Ex Dir Compt has decided that it wauld not be appropriate to post some ussues "FUT - allegations and answers" on a bulletin board. Hence, he is not so keen about the suggestion Gen manested that Concas any event, we should

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**STAT** 

FORM NO. 237 Use previous editions

## Approved For Release 2003/04/29 : GART 884-00780R005100070011-9Executive Registry

Blog & End DD/S 72-0194

MEMORANDUM FOR: Deputy Director for Intelligence

Deputy Director for Plans

Deputy Director for Science and Technology

Deputy Director for Support

SUBJECT

: Classified Bulletin Boards

- 1. As an additional step toward improving communications of official matters to our employees the use of classified bulletin boards in the Headquarters area is approved. Material such as Employee Bulletins, pertinent regulation changes, etc., appropriate for all employee attention could be posted on these boards.
- 2. The placement and control of bulletin boards will be governed by the following:
  - a. Material posted will be classified no higher than CONFIDENTIAL.
  - b. Office Directors and equivalent officials will approve in advance each item to be posted. Reasonable discretion will be exercised regarding the sensitivity of material used.
  - c. Bulletin boards will be placed so that they are subject to visual control by designated individuals within each component concerned. Visitor access to posted materials will be appropriately limited.

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- d. All boards will be portable so they may be stored securely at any time when the office area is not covered by assigned personnel.
- 3. The Director of Security will be responsible for approving bulletin board locations. This responsibility may be delegated to component security officers.
- 4. The Director of Logistics is assembling information concerning types of bulletin boards and recommended methods of installation.

W. E. Colby Executive Director-Comptroller

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## W. E. Colby Executive Director-Comptroller

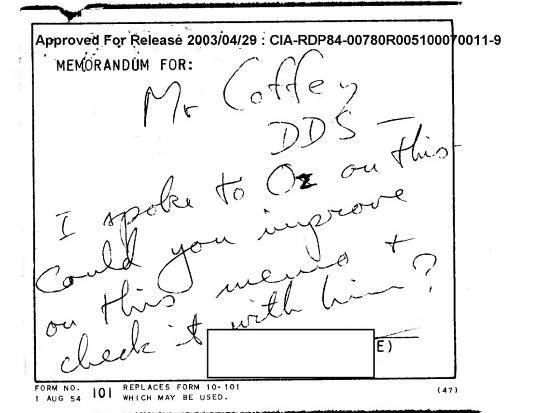
DD/S:JWC:llc (19 January 1972)

Distribution:

- O DD/I
- 1 DD/P
- 1 DD/S&T
- 1 DD/S
- 1 D/NIPE
- 1 GC
- 1 IG
- 1 LC
- 1 D/ONE
- 1 PPB
- 1 Cable Sec
- 1 ER
- 1 DD/S Chrono
- ► DD/S Subject

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Open + divisions are longer mumbers + diverse in jeography Single board would be only partially effectives Jos little is classified



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Mr. Colby:

Shouldn't this also be addressed to the Heads of Independent Offices -- General Counsel, IG, D/ONE and Legislative Counsel? Assume they'd each have a bulletin board.

What about O/DCI components? Will there be one board somewhere? That really wouldn't be too accessible to such scatter 3d groups as Cable Sec, OPPB, NIPE, Historical Staff. But, to put boards in each would go below the Office/Division level?????

Barbara

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DRAFT
WEC:blp (12 Jan 72)

MEMORANDUM FOR: Deputy Director for Intelligence
Deputy Director for Plans
Deputy Director for Science & Technology
Deputy Director for Support

- 1. As an additional step toward improving communication of official decisions, policies, etc., to our employees, the Director of Security has at fleadquarters approved the establishment in each Office/Division, of a classified bulletin board. This board would be in a place in the Office/Division area which would be accessible to its employees generally and informally. The bulletin board would be used for the posting of material desired to be brought to the attention of all Office/Division employees; for example, Employee Bulletins, changes in regulations, etc. Material Fan be marked for such posting by senior officers or tax could be posted on decision and responsibility The Director of Security's approval of the k Chief of the Office concerned. is based upon the fact that access to the building is restricted to badge holders who have Security clearances and on the reasonable assumption that all our employees will take reasonable steps to steer visitors and others having no right to such material away from the boards in question.
  - 2. The following restrictions will govern such kukkt bulletin boards:

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- a. No material higher than Confidential will be posted on them.
- b. The boards will be in a movable form so that they can be of officeruise secured placed in a vault at the end of the working day and replaced at the beginning of the next day.
- reasonable degree of visibility to the employees of the Office/Division

  C. The boards will be in a location where a reasonable degree of surveillance can be maintained of them by appointed members of the office (e.g., a nearby secretary with an open door instructed to keep a general eye on the boards).
- e. The Chief of the Office/Division will be responsible for approval of the material posted on the board and will be expected to exercise reasonable it judgment as to the sensitivity of any material so posted.

W. E. Colby